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ABSTRACT

This practical book integrates coverage of the writing process and various types of academic and professional documents with explanations and examples of using computers to enhance the process and produce effective documents. The book's four parts move from the individual writer who is using a computer to create a document to exchanges of data and ideas among many networked computers and writers. Chapters in the book are (1) Writing with a Computer; (2) Using a Computer in Extended Writing Processes; (3) One-Draft Writing with a Computer; (4) Editing Documents; (5) Formatting Documents; (6) Printing Your Documents; (7) Ongoing Compositions: Records and Notes; (8) Essays and Other Assigned Writing; (9) Research Writing; (10) Reports; (11) Letters and Memos; (12) Resumes; (13) Taking Examinations; (14) Writing and Reading Creative Texts; (15) Personal and Professional Publishing; (16) Using Computer Networks; (17) Using the Internet for Research; (18) Connecting with Other Writers; (19) Using E-Mail to Improve Your Writing; (20) Electronic Writing Groups; and (21) Writing for the World Wide Web. A list of 25 additional sources is attached. (RS)

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